 UNIVERSITY OF PROVIDENCE		Created	1/22/2018
		Revised	1/22/2018
		FLSA / Contract or Non-Contract	Exempt/10mo Contract
Title	Assistant Women's Ice Hockey Coach	FTE / Benefit Eligibility	NONE
Area VP	Dave Gantt– VP, Athletics	Page Number	Page 1 of 5

JOB DESCRIPTION

This document is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

POSITION TITLE: Assistant Women's Ice Hockey Coach

REPORTS TO: Head Women's Ice Hockey Coach

SUPERVISES: Assists in Supervising Women's Ice Hockey Team

ABOUT UNIVERSITY OF PROVIDENCE

The University of Providence is a four-year, private, Catholic liberal arts university with a main campus located in Great Falls, Montana offering both face to face and online programs. The University is committed to its mission of preparing students for living and making a living. Founded by the Sisters of Providence, the University is a ministry of Providence St. Joseph Health (PSJH) and continues to create academic programs to address current and future workforce needs for the healthcare system and industry. Shared values of respect, compassion, justice, excellence and stewardship shape the missions of both the University and PSJH.

ESSENTIAL POSITION PURPOSE


To assist the head women's ice hockey coach in all facets of running the women's ice hockey program.

KEY WORKING RELATIONSHIPS

Head women's ice hockey coach and all other athletics staff as well as academic success center and faculty as needed.

RESPONSIBILITIES

- Teaching students ice hockey skills/individual and small group player development.
- Reviewing video and teaching student's ice hockey through video review.
- Teaching and coaching at hockey practice with head coach.
- Assist in monitoring the academic progress of student athletes.
- Help to develop leadership skills and instill core values in student athletes.
- Maintain knowledge of and adherence to all NAIA, ACHA, University, and departmental rules and regulations.

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- Assist in Team Management: Recruiting, Scouting, Travel Logistics, Competition and Practice Coaching, and Public Relations.
- Assist in coordinating team fundraisers and participate in departmental fundraising efforts.
- Assist in the operation of program specific camps and clinics.
- Maintain professional memberships and engage in professional development opportunities.
- Serve on department and university committees as assigned.
- Additional teaching or administrative duties may be combined with this position.
- Other duties as assigned by the Head Coach and Vice President for Athletics.

ESSENTIAL POSITION COMPETENCIES AND REQUIREMENTS

Education

- Bachelor's Degree preferred with coaching and/or playing experience.

Competencies

- Models a passionate commitment to the Mission, values and work of the University of Providence through self-understanding, authenticity and spiritual grounding and inspires others to bring forth their best.
- Models high standards of honesty, integrity, trust and ethical behavior.
- Balances the Common Good with the needs of the most vulnerable in decision-making.
- Delivers results by implementing with persistence, and follows through on both strategic and tactical objectives.
- Ability to deal with ambiguity while driving for results.
- Is reflective and instills trust through openness, respect and honesty with others at all times.
- Is nimble and flexible, and manages competing priorities effectively.
- Provides superior customer service and motivates others to ensure the same customer-focused intensity.
- Handles conflict effectively.
- Proven ability to interact professionally with employees at all levels of the organization in a courteous and cooperative manner.
- Demonstrated ability to communicate effectively verbally and in writing.
- Ability to foster a cooperative and collaborative work environment.
- Proficiency with automated and integrated software systems and Microsoft Office products.
- Maintains strict confidentiality.



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IN AN 8 HOUR WORKDAY THIS JOB REQUIRES:

- R** = RARELY (less than 1/2 hour per day)
- O** = OCCASIONALLY (1/2 - 2.5 hours per day)
- F** = FREQUENTLY (2.5 - 5.5 hours per day)
- C** = CONTINUALLY (5.5 - 8 hours per day)
- NA** = NOT APPLICABLE
- RFCP** = REQUIREMENTS FOR CONSECUTIVE PERFORMANCE


PHYSICAL REQUIREMENTS	R	O	F	C	NA	Comments/RFCP
Sitting		X				
Stationary standing			X			
Walking			X			
Ability to be mobile				X		
Crouching (bend at knees)		X				
Kneeling/Crawling	X					
Stooping (bend at waist)		X				
Twisting (knees/waist/neck)		X				
Turn/Pivot			X			
Climbing	X					
Balancing		X				
Reaching overhead		X				
Reaching extension			X			
Grasping			X			
Pinching	X					
Pushing/pulling	X					
typical weight:						10 lbs.
maximum weight:						50 lbs.
Lifting/carrying	X					
typical weight:						10 lbs.
maximum weight:						30 lbs.
Other physical demands:						
Keyboarding		X				
SENSORY REQUIREMENTS					NA	Comments/RFCP



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Talking in person				X		
Talking on telephone				X		
Hearing in person				X		
Hearing on telephone				X		
Other sensory requirements						
Sighted				X		
ENVIRONMENTAL SETTING	Comments					
Safety requirements (i.e. clothing, safety equipment required, activities performed)						
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	Exposure to humidity, cold, heat, dust, noise, blood & body fluids					
Operation of heavy equipment, tools, vehicles						
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)						
Other environmental requirements:						
Generally functions in an office or home office environment; however, may conduct meetings and other business in hospital or clinical settings						
Percent of Time Spent in Travel:	40% travel and must perform the essential duties and responsibilities, with or without reasonable accommodation, efficiently and accurately without causing a significant safety threat to self or others.					

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READ AND UNDERSTOOD (Optional)

This section can be used for a manager and employee to document that they have reviewed the job description together. Please send all original signature documents to HR, to be placed in the Employee File.

I have read and understood the contents of this document.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

DOCUMENT REVISION HISTORY

Revision Date	Reviser Name	Details of Revision
11/3/2017	Justin Crowe	New JD format. Role changes